

**INITIAL APPOINTMENT**

#  REGULAR or TERM

By authority of the Board of Regents of the State of Kansas and subject to all provisions of the laws of Kansas, the regulations, policies, minutes, and resolutions of the Board of Regents and the rules, regulations, and policies of Kansas State University,

**APPLICANTFNAME APPLICANTLNAME** is hereby offered the position of **JOBTITLE (JOBSUPPLEMENTARY1)** in **JOBDEPARTMENT** at Kansas State University beginning **OFFERSTARTDATE** at **100** percent time at an annual salary rate of **$ OFFERBASE** for the **20XX ACADEMIC OR FISCAL YEAR**.

IF **TERM** USE THIS PARAGRAPH: This appointment is a **one year** contract beginning **OFFERSTARTDATE** and ending **OFFERENDDATE**. This appointment is subject to annual review in accordance with the regulations and policies of the Board of Regents and the University. Salary is determined each year by availability of funds and by merit, which includes, but is not limited to, productivity. The university may terminate the contract prior to the expiration of the appointment, only for cause or financial exigency. This appointment does not lead to consideration for tenure. This appointment is subject to reassignment of duties upon notice by the appointing administrator.

IF **REGULAR**, US THIS PARAGRAPH: This appointment is a **one year** contract subject to annual review in accordance with the regulations and policies of the Board of Regents and the University. Salary is determined each year by availability of funds and by merit, which includes, but is not limited to, productivity. The university may terminate the contract prior to the expiration of the appointment, only for cause or financial exigency. This appointment is subject to annual review, renewal, and notice of non‑reappointment in accordance with the regulations and policies of the Board of Regents and the University. This appointment does not lead to consideration for tenure. This appointment is subject to reassignment of duties upon notice by the appointing administrator.

Your annual base salary includes an amount sufficient to compensate you to be available by telephone or email after typical business hours and when away from the office or University business.  The receipt of this amount in your base salary precludes you from receiving a mobile phone and/or data coverage plan paid for from university funds.

This appointment is conditioned on the employee's ability to provide on request evidence that they are a U.S. citizen or authorized to work in this country.

*It is understood upon accepting this position that I must complete the Declaration of Conflict of Interest and Time Commitment form.* (This form can be accessed through HRIS Employee Self-Service at: [https://hris.k-state.edu](https://hris.k-state.edu/))

By direction of the President:

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Provost/Vice President Date

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PLEASE RETURN THE ORIGINAL OF THIS CONTRACT.

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I accept the appointment and agree to be bound by the terms stated herein:

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     Signature Date

I reject the appointment:

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     Signature Date